
Application for Assignment of Agriculture Dispositions
Farm Development Lease (FDL), Grazing Licence (FGL), Grazing Lease (GRL)
& Associated License of Occupation (DLO)

INSTRUCTIONS/INFORMATION

This **Application for Assignment of Agriculture Dispositions** is used when the whole of the land under one or more Disposition is assigned with associated access from all of the assignors to all of the assignees. An assignor may also be an assignee. If the current disposition holder(s) wishes to divide the lands under a disposition for the purpose of a partial assignment of interest, the disposition holder(s) must submit the **Application for Partial Assignment of Disposition** instead.

Estates Only

Tenants in Common, Sole Disposition Holder: If one or more disposition holders are deceased or if there is a sole surviving disposition holder, the personal representative of the deceased must submit an **Application for Transfer of Disposition to Personal Representative** before or at the same time as the General Assignment application. There is no fee for submitting an Application for Transfer of Disposition to Personal Representative.

Joint Tenants: The surviving Joint Tenant(s) must submit a **Statutory Declaration – Proof of Death**. There is no fee for submitting a Statutory Declaration of Proof of Death.

IMPORTANT: Assignment of a disposition requires the approval of the director, per s.146(2) of the Public Lands Administration Regulation. Submission of an Application for Assignment does not grant any authority to the Assignee to occupy the lands until written approval has been given by the department. The current disposition holder remains responsible for rent, royalties, fees and taxes until all parties to the assignment have been notified by the department in writing that the disposition's rights and responsibilities have been assigned to the new holder(s).

IMPORTANT: Email addresses for the Primary Assignor, Primary Assignee and their respective lawyer/s (if any) are required to complete this form.

The completed form signed by all assignors and assignees must be submitted with all supporting documents to: lands.assignments@gov.ab.ca or mailed to the following address:

Alberta Forestry and Parks
Public Lands Disposition Management
ATTN: Agriculture Assignments Unit
5th floor, South Petroleum Plaza
9915 – 108 Street
Edmonton, Alberta T5K 2G8

The applicant will be notified of deficiencies in their application. If deficiencies are not updated and submitted to the department within 30 days of the Notification, the application will be rejected. Application fees for rejected applications are non-refundable.

APPLICATION REQUIREMENTS

The following items are required for every assignment of a Lease or Licence. The Application must be complete and correct with all supporting documentation as specified below:

- 1) **Client ID:** All assignees must have a Client ID number. If the Assignee(s) does not already have a Client ID number they must apply by submitting an **Application/Amendment for Client ID** form. This form can be submitted by either mail, fax or email as indicated on the form. [Application/Amendment Form for Client ID.](#)
- 2) **Assignment Fee: \$3,150.00** per application. One application can have multiple dispositions on there if all the Assignors and the Assignees are the exact same.
- 3) **Payment of all arrears:** Ensure any debts owed to the Crown for more than 60 days are paid prior to submission. Note the department will review this statutory requirement based on the application date.
- 4) **Submission of all Stock Return Forms:** Ensure all [stock return forms](#) for the current term, up to the date of application, have been submitted to the department. Forms may be submitted online through the Rangeland Stewardship Audit Program (RSAP) or a paper copy may be requested from the local agrologist.
- 5) **Encumbrances must be removed**, specifically any Conditional Surrender of Lease (CSL) must be discharged. The assignor is obligated to inform the assignee of any CSLs that may be in place. A Land Standing Report must be obtained to check for active CSLs by following the instructions in the link found here: <https://www.alberta.ca/Electronic-transfer-system.aspx> or contact lands.assignments@gov.ab.ca, providing the disposition number.
- 6) **Conditional Surrender of Lease Fee** (if applicable) Conditional Surrender of Lease form can be found at: <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx>
- 7) **Associated Dispositions (DLO):** Any dispositions for access (roads – DLOs) providing primary access to the FDL, FGL or GRL must be assigned simultaneously.
- 8) Applications for *Water Act* Approvals must be completed online. They are found at <https://www.alberta.ca/environmental-approvals-system-onestop.aspx>.
- 9) **Grazing Bison:** Requires written approval in advance from the Crown, consult the local Agrologist.
- 10) **Grazing Sheep:** May be restricted in some areas; consult the local Agrologist
- 11) **Government of Alberta Employees / MLAs:** If the assignee is a Government of Alberta Employee (excluding Alberta Health Services employees), attach approval from the Deputy Minister of the department relevant to the employee in accordance with the Code of Conduct & Ethics for the Public Service of Alberta.

FEES:

All Application fees are non-refundable:

- Assignment Fee: \$3,150.00 (no GST) Per Application
- Conditional Surrender of Lease Fee: \$400.00 (no GST)

Acceptable forms of Payment (make cheques and money orders payable to [Government of Alberta](#))

- Cheque
- Money Order
- Credit Card (GPAS payment system)

IMPORTANT: Ensure the Disposition Number (for example, GRL123456) is shown on the cheque and cover letter. Payments can be mailed to the following address:

Alberta Forestry and Parks

Public Lands Disposition Management
5th floor, South Petroleum Plaza
9915 – 108 Street
Edmonton, Alberta T5K 2G8

Credit Card: If you want to pay by **credit card** online, please email lands.billing@gov.ab.ca. When submitting your request, you must provide the following information:

- Leaseholder name/Company name
- Disposition number (for example, GRL123456)
- Amount of Payment
- E-mail address of the person the payment request is to go to.

The administrator will generate a transaction request through our GPAS payment system, which you will receive to the email address you provided. Once you complete the payment details on your side, you will receive an email confirmation of the payment. You can make a request for more than one disposition payment in one email but two credit card payment links will be sent to you, one for each payment.

STATEMENT REGARDING COLLECTION OF INFORMATION:

The personal information collected through the Application for Assignment of Agriculture Dispositions will be used for the purpose of administering dispositions and managing use of Crown land under the *Public Lands Act* and associated regulations. This collection is authorized by section 4(c) of the *Protection of Privacy Act*. For questions about the collection of personal information, please email lands.records@gov.ab.ca or contact by mailing 5th Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8.

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Disposition Number:	Associated Access (DLO), if any
1.	
2.	
3.	
4.	

Between

1.
2.
3.
4.

(hereinafter called the “**Assignor(s)**”)
 (Assignor: all names that are on current agreement)

- and -

1.
2.
3.
4.

(hereinafter called the “**Assignee(s)**”)
 (Assignee: all names to be stated on the new agreement)

If space is not sufficient, use Application for [Assignment of Agriculture Disposition \(Additional Assignees\) Form](#) and attach, ensuring that it has been annotated by Commissioner of Oaths or Notary Public. Attached?

LEGAL REPRESENTATION (if any) – APPLICANT

Firm:		
Lawyer's Name:	Address:	
City:	Province:	Postal Code:
Email Address:	Phone:	

PART I: THE ASSIGNORS

Assignor Declaration

I, the holder, certify that I have held the lease for a minimum of 3 years prior to the date of this application.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I, the holder, certify that I am in compliance with my disposition according to the <i>Public Lands Act</i> and the Public Lands Administration Regulation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I, the holder, certify that all property taxes owed to the municipality and any arrears (for example, Rent) on this disposition have been paid to date.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I, the holder, certify that there is no outstanding Conditional Surrender of Lease (CSL), or any other lien or charge (Encumbrance) recorded against the Disposition.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I, the holder, certify that I have disclosed to the Assignee, any and all compensation earned from surface rights dispositions as of the date of this application. The Crown is absolved of all responsibility with regards to this.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PART II: THE ASSIGNEES

If the assignee is a Government of Alberta Employee (excluding Alberta Health Services employees), attach approval from the Deputy Minister of the department relevant to the employee in accordance with the Code of Conduct & Ethics for the Public Service of Alberta.

Identification of Assignees

1. Primary Assignee's Full Legal Name	Primary Assignee's Client ID

The Primary Assignee, as referred to as service provider, is responsible for receiving all notifications pertaining to the disposition, which also includes- Annual Rental Invoices, Completing the Annual Stock Return Forms, Submitting the Agricultural Lease Recreational Access Contact and Conditions Form.

Primary Assignee's Contact Information:

Address:	City:	Prov.:
Postal Code:	Phone:	Email:

If the Assignee is incorporated, attach a copy of your certificate of incorporation or evidence of corporate status. Attached? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee at least 18 years old?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a Canadian Citizen or a permanent resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, which Department/Riding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

This section is MANDATORY if the assignor has held the disposition for less than three years, and the assignee fits one of the relationships listed, per s.156 of the Public Lands Administration Regulation.

My relationship to the assignor is:

- | | | | | |
|-------------------------------------|--|---------------------------------|--|--|
| <input type="checkbox"/> Husband | <input type="checkbox"/> Wife | <input type="checkbox"/> Son | <input type="checkbox"/> Daughter | <input type="checkbox"/> Father |
| <input type="checkbox"/> Mother | <input type="checkbox"/> Brother | <input type="checkbox"/> Sister | <input type="checkbox"/> Father-in-Law | <input type="checkbox"/> mother-in-Law |
| <input type="checkbox"/> Son-in-Law | <input type="checkbox"/> Daughter-in-Law | <input type="checkbox"/> Nephew | <input type="checkbox"/> Niece | <input type="checkbox"/> Other: |

2. Assignee's Full Legal Name:	Assignee's Client ID:

Assignee's Contact Information:

Address:	City:	Prov.:
Postal Code:	Phone:	Email:

If the Assignee is incorporated, attach a copy of your certificate of incorporation or evidence of corporate status. Attached? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee at least 18 years old?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a Canadian Citizen or a permanent resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, which Department/Riding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

This section is MANDATORY if the assignor has held the disposition for less than three years, and the assignee fits one of the relationships listed, per s.156 of the Public Lands Administration Regulation.

My relationship to the assignor is:

- | | | | | |
|-------------------------------------|--|---------------------------------|--|--|
| <input type="checkbox"/> Husband | <input type="checkbox"/> Wife | <input type="checkbox"/> Son | <input type="checkbox"/> Daughter | <input type="checkbox"/> Father |
| <input type="checkbox"/> Mother | <input type="checkbox"/> Brother | <input type="checkbox"/> Sister | <input type="checkbox"/> Father-in-Law | <input type="checkbox"/> mother-in-Law |
| <input type="checkbox"/> Son-in-Law | <input type="checkbox"/> Daughter-in-Law | <input type="checkbox"/> Nephew | <input type="checkbox"/> Niece | <input type="checkbox"/> Other: |

3. Assignee's Full Legal Name:	Assignee's Client ID:

Assignee's Contact Information:				
Address:		City:		Prov.:
Postal Code:	Phone:	Email:		
If the Assignee is incorporated, attach a copy of your certificate of incorporation or evidence of corporate status. Attached? <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee at least 18 years old?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a Canadian Citizen or a permanent resident?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, which Department/Riding?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>This section is MANDATORY if the assignor has held the disposition for less than three years, and the assignee fits one of the relationships listed, per s.156 of the Public Lands Administration Regulation.</i></p> <p>My relationship to the assignor is:</p> <p> <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Brother <input type="checkbox"/> Sister <input type="checkbox"/> Father-in-Law <input type="checkbox"/> mother-in-Law <input type="checkbox"/> Son-in-Law <input type="checkbox"/> Daughter-in-Law <input type="checkbox"/> Nephew <input type="checkbox"/> Niece <input type="checkbox"/> Other: </p>				
4. Assignee's Full Legal Name			Assignee's Client ID:	
Assignee's Contact Information:				
Address:		City:		Prov.:
Postal Code:	Phone:	Email:		
If the Assignee is incorporated, attach a copy of your certificate of incorporation or evidence of corporate status. Attached? <input type="checkbox"/>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee at least 18 years old?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee a Canadian Citizen or a permanent resident?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the Assignee an employee of the Government of Alberta, (excluding AHS employees) or a Member of the Legislative Assembly of Alberta? If yes, which Department/Riding?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p><i>This section is MANDATORY if the assignor has held the disposition for less than three years, and the assignee fits one of the relationships listed, per s.156 of the Public Lands Administration Regulation.</i></p> <p>My relationship to the assignor is:</p> <p> <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Brother <input type="checkbox"/> Sister <input type="checkbox"/> Father-in-Law <input type="checkbox"/> mother-in-Law <input type="checkbox"/> Son-in-Law <input type="checkbox"/> Daughter-in-Law <input type="checkbox"/> Nephew <input type="checkbox"/> Niece <input type="checkbox"/> Other: </p>				

Assignees' Interest (Tenancy)

<input type="checkbox"/> Joint Tenants	<input type="checkbox"/> Tenants in Common	<input type="checkbox"/> Sole Holder
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Eligibility of Corporate Bodies

Incorporated assignees with share capital must ensure the majority of the corporation's shares are beneficially owned by persons who are Canadian citizens or permanent residents within the meaning of the *Immigration and Refugee Protection Act* (Canada), and that the shares are owned for the exclusive use and benefit of the shareholders and not in the interests of or for the benefit of any other person (Public Lands Administration Regulation s.52).

Ancillary Documentation

The following documents have been submitted or are submitted at the same time as this Application (*check all that are applicable*):

- Conditional Surrender of Lease (submitted by Assignees)
- Application for Transfer of Disposition to Personal Representative
- Other

SIGNATURES

Authorized Signatures

Each of the Assignor(s) certifies that the information in Part I is true and complete and agrees to comply with all terms and conditions.

Assignor's Name	Assignor's Signature
1.	
2.	
3.	
4.	

Dated:

Each of the Assignee(s) certifies that the information in Part II is true and complete and agrees to comply with all terms and conditions.

Assignees' Name	Assignees' Signature
1.	
2.	
3.	
4.	

Dated:

COMMISSIONED/NOTARIZED STATUTORY DECLARATION

I, _____ (the applicant, being either an assignor or an assignee) solemnly declare that all information and statements provided for the assignors in this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath or affirmation.

Signature of Applicant

Declared before me at _____
in the Province of Alberta this _____ day of
_____ 20_____.

A commissioner of Oaths in and for Alberta

Stamped name of Commissioner for Oaths and date on which appointment expires

OFFICE USE ONLY

Application requirements complete: Yes No

Date Reviewed:

Staff Name:

Approved to proceed: Yes No

Staff Position (Delegated Authority):